

HEADLEY PARISH COUNCIL

Minutes of a General Meeting held via ZOOM
at 7.30pm on Monday 18th May 2020

PRESENT

Cllr David Preedy – Chairman
Cllrs Laverty, Pickard, Steventon, Furr & Coe
Tracy Hamer - Clerk

1. **APOLOGIES** Nil
2. **DECLARATIONS OF INTEREST** MO/2020/0569/ECL - Cllrs Pickard, Laverty, Preedy and Furr.
Item 5 Village Hall Broadband – Cllrs Preedy and Pickard.
3. **MINUTES** of the meeting dated 30th March 2020 were read and approved.
Proposed by Cllr Pickard and seconded by Cllr Laverty.
4. **MATTERS ARISING**

COVID-19 UPDATE: Cllr Furr noted that the second mailer has now been distributed to all residents in the village. The Village Shop continue to react well to the current challenges. Cllr Pickard reported there have been a handful of requests for prescription collection so far.

STANDING ORDERS: The changes to the Standing Orders reflect the introduction of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, specifically the sections to enable council meetings to be held using remote video approaches. These regulations came into force on 4 April 2020, and remain in force until May 2021. This was unanimously agreed by all members.
Proposed by Cllr Preedy and seconded by Cllr Steventon.

ANNUAL GOVERNANCE STATEMENT AND THE CERTIFICATE OF EXEMPTION: The statement on page 5 of the AGAR and the Exemption Certificate was approved by all members by email and formally ratified at this meeting.
Proposed by Cllr Preedy and seconded by Cllr Laverty.

BHS SIGNAGE & SAFETY RECOMMENDATIONS: Cllr Preedy noted that the recent report highlighted areas to be addressed. It also raised the broader initiative of general traffic calming measures in the village. Several reports have been received of high-performance vehicles speeding on Church Lane, Tot Hill and Headley Common Road – typically in the early evening. It was agreed that Cllr Preedy will talk with Surrey CC and engage with HHRA to begin a collaborative process to tackle the general issue of speeding and road safety in the village.

INSTALLATION OF BROADBAND IN THE VILLAGE HALL: Cllr Preedy discussed the suggestion of funding broadband for use in the Village Hall, as well as users of the Shop and Tea Room. All members felt the idea in principle to be agreeable. One issue for review refers to whether coverage should include both the pub and/or the church. Cllr Preedy and the Clerk to progress the finer details and explore associated costs and logistics.

CO-OPTION FOR CASUAL VACANCY: The Clerk confirmed that the current Casual Vacancy can be filled. The Clerk will seek clarification on the process and what time constraints apply.

5. FINANCE

The End of Year Finance Statement and Accounting Statement 2019/20 on page 6 of the AGAR was reviewed – see Appendix 1. Both statements were unanimously agreed as correct by all members. *Proposed by Cllr Preedy and seconded by Cllr Coe.*

Cllr Laverty noted that Bank Reconciliations are currently on hold as we are unable to hold face to face meetings.

PAYMENTS: The following payments have been made since the last meeting and were approved by email.

Date	Payee	Chq no	Amount
20/04/20	Staff Salaries April 2020	DD	396.10
18/05/20	Staff Salaries May 2020	DD	396.10
04/04/20	SCA Payroll Fees	773	60.00
04/04/20	SALC/NALC 2020/21 Fees	774	157.88

Approval was requested for the following payments:

Date	Payee	Chq no	Amount
18/05/20	Clerks Expenses	776	61.37
18/05/20	Mark Mulberry - Internal Audit	775	144.00
18/05/20	NJ Birch – Strimming	777	193.20
18/05/20	Greenhouse Graphics – Printing	778	70.00

Approval for the above expenditure was agreed.

Proposed by Cllr Laverty and seconded by Cllr Furr.

7. MAINTENANCE

PLAYGROUND: The Clerk confirmed the annual safety check will be carried out by MVDC in November. The Playground is still currently closed. Cllrs Furr and Preedy to check the net is still safe.

FOOTPATHS AND GRIT BINS: The Parish Council wish to thank the Footpaths Officer who has confirmed that all paths have been walked and any noted issues have been reported to Surrey CC. Cllr Laverty advised that the footpaths were becoming overgrown and the Clerk agreed to chase the contractor. Concerns were raised regarding Footpath 517 which is obstructed. Cllr Preedy agreed to visit the area and report back.

HIGHWAYS AND PEBBLE HILL JUNCTION: Cllr Preedy has reported the dangerous location of the new Headley Hospital signage at the Pebble Hill Junction to Surrey CC and the local County Councillor.

SES WATERWORKS: No updates presently.

8. PLANNING

HEADLEY COURT: Cllr Preedy proposed a collaborative response to the application, with the Parish Council, HRAG and TWEA working together. This was unanimously agreed by all members and Cllr Preedy

will progress the initiative. Cllr Coe will draft a letter to Natural England as at present, there is no official submission from them relating to the planning application.

CHURCH LANE NURSERY: No updates presently.

CURRENT PLANNING APPLICATIONS: *(Note: Cllr Preedy withdrew from discussions on this item)*

MO/2020/0569/ECL – Land at Lodgebottom Road and Mill Way – Certificate of Lawfulness for existing use in respect of the land being used for forestry for a period in excess of 10 years. *Members perceived no objection to the application as submitted; however, it was noted that a commercial operation appears to be in progress. See Appendix 2.*

- 9. **OTHER PARISH COUNCIL ACTIVITIES:** Nil
- 9. **REPORTS FROM OTHER BODIES:** Nil
- 9. **CONSULTATIONS:** Nil
- 9. **QUESTIONS FROM PARISH COUNCILLORS:** Nil

The meeting closed at 9.30pm.

The next meeting date will be held on Monday 27th July at 7.30pm.

Signed: Chairman

Dated:.....

APPENDIX 1 - HEADLEY PARISH COUNCIL - FINANCIAL POSITION AT 30.03.2020

Expenditure	Previous	Adjusted		Anticipated/	Full year	Variance
	Year	Budget	Paid	Committed	Forecast	on budget
Administration:						
Clerk's expenses	35.60	25.00	0.00	0.00	0.00	25.00
Broadband contribution	100.00	140.00	120.00	0.00	120.00	20.00
Clerk's mileage	192.40	416.40	175.80	0.00	175.80	240.60
IT Equipment and Supplies	37.70	100.00	97.06	0.00	97.06	2.94
Village Hall rental (Including Heritage W/E)	296.00	449.00	296.00	0.00	296.00	153.00
SALC membership	195.00	200.00	197.19	0.00	197.19	2.81
SLCC membership	74.80	130.00	109.00	0.00	109.00	21.00
Subscriptions & donations	40.00	130.00	100.00	0.00	100.00	30.00
Insurance	596.54	600.00	612.94	0.00	612.94	(12.94)
Internal Audit	162.15	230.00	133.05	0.00	133.05	96.95
Audit Commission (PKF)	0.00	0.00	0.00	0.00	0.00	0.00
Data Protection - annual notification fee and GDPR	190.00	200.00	190.00	0.00	190.00	10.00
Bank - Certificate holding fee	0.00	0.00	0.00	0.00	0.00	0.00
Courses/training	90.00	524.00	110.00	0.00	110.00	414.00
Council tax shortfall	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total Administration:</i>	<i>2,010.19</i>	<i>3,144.40</i>	<i>2,141.04</i>	<i>0.00</i>	<i>2,141.04</i>	<i>1,003.36</i>
Salary Costs:						
Clerk's salary (inc annual leave lieu payment)	4,271.76	4,600.00	5,203.17	0.00	5,203.17	(603.17)
Payroll fees	30.00	110.00	140.00	0.00	140.00	(30.00)
<i>Total Salary Costs:</i>	<i>4,301.76</i>	<i>4,710.00</i>	<i>5,343.17</i>	<i>0.00</i>	<i>5,343.17</i>	<i>(633.17)</i>
Community Support:						
Playground Lease Rent	50.00	50.00	50.00	0.00	50.00	0.00
Projects	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
Playground - weed spraying	0.00	150.00	0.00	0.00	0.00	150.00
Playground grass "cut & collect" service	0.00	0.00	0.00	0.00	0.00	0.00
Football/play area inspection & annual safety check	0.00	0.00	0.00	0.00	0.00	0.00
Playground equipment	0.00	500.00	294.00	0.00	294.00	206.00
Gateway signs and around shop - strimming	690.00	500.00	1,143.00	0.00	1,143.00	(643.00)
Footpath maintenance	1,160.00	1,350.00	775.00	0.00	775.00	575.00
Church Lane Footpath Clearance	240.00	240.00	0.00	0.00	0.00	240.00
Grit for Broome Close grit bin	0.00	100.00	0.00	0.00	0.00	100.00
Annual Village Meeting refreshments	196.92	250.00	219.12	0.00	219.12	30.88
PC meeting refreshments	87.75	152.00	84.00	0.00	84.00	68.00
Website hosting/maintenance & support	0.00	900.00	899.00	0.00	899.00	1.00
Contingencies and small works	0.00	300.00	0.00	0.00	0.00	300.00
Newsletter	180.00	180.00	263.00	0.00	263.00	(83.00)
Section 137 Fund	0.00	100.00	0.00		0.00	100.00
<i>Total Community Support:</i>	<i>3,604.67</i>	<i>5,772.00</i>	<i>3,727.12</i>	<i>0.00</i>	<i>3,727.12</i>	<i>2,044.88</i>
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Total expenditure excluding VAT	9,916.62	13,626.40	11,211.33	0.00	11,211.33	2,415.07
VAT on PC expenditure	504.43	0.00	530.01	0.00	530.01	(530.01)
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Gross expenditure including VAT	10,421.05	13,626.40	11,741.34	0.00	11,741.34	1,885.06
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Income						
	Prev Yr	Budget	Received	Anticipated	Forecast	Variance on budget
Precept	13,500.00	13,500.00	13,500.00	0.00	13,500.00	0.00
MVDC recreation grant	796.00	1,049.00	822.00	0.00	822.00	(227.00)
Bank interest	8.99	7.00	11.46	0.00	11.46	4.46
M & G dividends	92.31	70.00	97.09	0.00	97.09	27.09
Miscellaneous	30.00	0.00	2,418.36	0.00	2,418.36	2,418.36
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Total income excluding VAT	14,427.30	14,626.00	16,848.91	0.00	16,848.91	2,222.91
VAT refund (prior year)	884.56	0.00	0.00	0.00	0.00	0.00
VAT refund (current year)	0.00	0.00	504.43	0.00	504.43	504.43
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Gross income including VAT	15,311.86	14,626.00	17,353.34	0.00	17,353.34	2,727.34
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Balance Sheet						
Reserves:	Prev Yr	Current yr	Bank balances at 30.03.2020			
			Current account	2,106.10		
Opening Reserves from previous year	14,551.05	19,441.86	Savings account	22,947.76		25,053.86
Plus: anticipated full-year gross receipts	15,311.86	17,353.34	add: anticipated income and VAT receivable			0.00
Less: Anticipated full-year gross expenses	10,421.05	11,741.34	less: anticipated expenditure and VAT paid			0.00
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Anticipated Closing Reserves at year-end	19,441.86	25,053.86	Net Bank balances at year-end			25,053.86
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			Long-term Investment			
			M & G Bonds @ Book Value			1,995.84

			Total realisable funds at year-end			27,049.70
						=====
Forecast Reconciliation of reserves @ 31/3/2020						
		b/f	Income	Expenditure	Transfer	Carried forward
Reserve for contested election costs		2,500.00			500.00	3,000.00
Village of the Year prize 2007 - 2011 (balance)		166.00			(166.00)	0.00
Parish Plan revision		300.00			(300.00)	0.00
Reserve for playground equipment		0.00			206.00	206.00
Future projects		0.00			1,166.00	1,166.00
CIL Reserve		0.00			2,418.36	2,418.36
Uncleared cheques at year-end		196.40		196.40		0.00
General reserve		16,279.46	17,353.34	11,544.94	(3,824.36)	18,263.50
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Total reserves		19,441.86	17,353.34	11,741.34	0.00	25,053.86
		=====	=====	=====	=====	=====
General reserve as % of Precept		120.6%				135.3%

HEADLEY PARISH COUNCIL

MVDC
Pippbrook
Dorking RH4 1SJ

21st May 2020

Ref: MO/2020/0569/ECL – Land at Lodgebottom Rd and Mill Way
Certificate of Lawfulness for existing use in respect of the land being used for forestry for period in excess of 10 years.

Please see below comments regarding this application from Headley Parish Council following consideration of the application.

The Parish Council note that the application is to permit the continuing management of the woodland, such as thinning of trees, clearance of scrub land etc. However, it is understood that the site is being used for more extensive purposes. Under the terms of the current planning consent is it permissible to:

1. Erect containers on site to facilitate some form of industrial process;
2. Deliver timber to be processed on site

The Parish Council are advised that over the bank holiday weekend at the beginning of May there was significant burning in this area causing smoke to drift as far as Headley Court. Therefore, it is strongly recommended that before this application is considered that a site visit is made and clarification sought to the issues raised.

The Parish Council sincerely hope that these comments are helpful to your deliberations.

Kind Regards,

Tracy Hamer
Clerk - On behalf of Headley Parish Council
clerk@headley-pc.gov.uk